

MONTANA SECRETARY OF STATE  
*Brad Johnson*

Elections Bureau  
(406) 444-5346  
soselection@mt.gov



Montana State Capitol  
2<sup>nd</sup> Floor, Room 260  
P.O. Box 202801  
Helena, MT 59620-2801

**ELECTION DIRECTIVE**  
**MAY 21, 2007**  
**#01-07**

**TOPIC: VOTER REGISTRATION SOCIAL SECURITY NUMBER VERIFICATION**

Sec. 303(a)(5) of the Help America Vote Act (HAVA) requires every state's chief state election official to enter into a series of agreements with the state motor vehicle authority and the Social Security Administration for the purpose of voter registration verification using either an applicant's driver's license number, a state-issued ID card number or the last four digits of the individual's Social Security number.

Verification of driver's license numbers is done automatically in Montana VOTES through an agreement with the Motor Vehicle Division.

The purpose of this Election Advisory is to explain the process that is to be used by county election administrators to verify an applicant's identity when registering an applicant to vote who does not possess a valid Montana driver's license or a state-issued Montana ID card, but who does provide the last four digits of the applicant's Social Security number.

PLEASE REMEMBER THAT IT IS **MANDATORY** TO ATTEMPT TO VERIFY THE IDENTITY OF EVERY INDIVIDUAL APPLYING TO REGISTER TO VOTE IN MONTANA. FIRST YOU MUST USE EITHER THE APPLICANT'S MONTANA DRIVER'S LICENSE NUMBER OR STATE-ISSUED MONTANA ID CARD NUMBER. IF THE INDIVIDUAL DOES NOT HAVE EITHER A MONTANA DRIVER'S LICENSE NUMBER OR A STATE-ISSUED MONTANA ID CARD NUMBER YOU MUST USE THE LAST FOUR DIGITS OF THEIR SOCIAL SECURITY NUMBER. IF AN INDIVIDUAL DOES NOT HAVE ANY OF THESE FORMS OF IDENTIFICATION YOU MUST ASSIGN THEM A UNIQUE IDENTIFIER AND VERIFY THE APPLICANT'S IDENTITY PURSUANT TO 13-2-110, MCA.

**When an individual registers to vote and is only able to provide the last four digits of their Social Security number, the following procedure is to be followed:**

Do NOT use the online voter verification service that is located at: <https://app.mt.gov/cgi-bin/voterverify/voterverify.cgi>. This service does not verify the last four digits of the voter's SSN through the Social Security Administration.

Send the information listed below via email to: [Dojmvdhavarequests@mt.gov](mailto:Dojmvdhavarequests@mt.gov).

Voter registration applicant information contained in the email must include the following information and be provided in the format specified:

- Name As It Appears on the Social Security Card: First Name, Middle Name, Last Name
- Date of Birth (MMDDYYYY)
- Last four digits of Social Security number

The Motor Vehicle Division will submit the inquiry to the American Association of Motor Vehicle Administrators (AAMVA). AAMVA will run the query against the Social Security Administration database.

The Motor Vehicle Division will provide a response by email to the county election office based on the level of verification it receives. The response will either be Voter SSN Verified or Voter SSN Unverified.

If the Voter SSN Verified response is received, the individual has been verified and can be registered to vote. In such cases, the county elections staff entering the application must manually check the SSN Verified button in Montana VOTES.

If the Voter SSN Unverified response is received, the Election Administrator shall register the applicant as a "Provisional" voter pending further verification. The steps for further verification are identified in 13-2-110, MCA.

*13-2-110(4), MCA – Except as provided in subsection (5):*

*(a) an applicant for voter registration shall provide the applicant's driver's license number; or*

*(b) if the applicant does not have a driver's license, the applicant shall provide the last four digits of the applicant's social security number.*

*(5) If an applicant does not have a driver's license or social security number:*

*(a) an applicant appearing in person before the election administrator shall provide:*

*(i) current and valid photo identification, including but not limited to a school district or postsecondary education photo identification or a tribal photo identification, with the individual's name; or*

*(ii) a current utility bill, bank statement, paycheck, government check, or other government document that shows the individual's name and current address.*

*(b) an applicant applying by mail to register shall also enclose a copy of:*

*(i) a current and valid photo identification, including but not limited to a school district or postsecondary education photo identification or a tribal photo identification, with the individual's name; or*

*(ii) a current utility bill, bank statement, paycheck, government check, or other government document that shows the individual's name and current address.*

*(6) (a) If information provided on an application for voter registration is sufficient to be accepted and processed and is verified pursuant to rules adopted under 13-2-109, the election administrator shall register the elector as a legally registered elector.*

*(b) If information provided on an application for voter registration was sufficient to be accepted but the applicant failed to provide the information required in subsection (4) or (5) or if the information provided was incorrect or insufficient to verify the individual's eligibility to vote, the election administrator shall register the applicant as a provisionally registered elector.*

*(7) Each applicant for voter registration must be notified of the elector's registration status pursuant to rules adopted under 13-2-109.*

*(8) The Secretary of State shall assign to each elector whose application was accepted a unique identification number for voting purposes and shall establish a statewide uniform method to allow the secretary of state and local election officials to distinguish legally registered electors from provisionally registered electors.*

*(9) The provisions of this section may not be interpreted to conflict with voter registration accomplished under 13-2-221, 13-21-201, 13-21-203, and 61-5-107 and as provided for in federal law.*

The rules adopted by the Secretary of State regarding voter registration can be found at 44.3.2001 through 44.3.2013 ARM.

Approved:



Brad Johnson  
Secretary of State

May 21, 2007

Date